What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

Turnitin Instructor User Manual

Chapter 1: Getting Started

Updated August 26, 2008

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Introduction

Welcome to Turnitin. Turnitin provides plagiarism prevention services, class management tools, and paperless digital grading products to educational institutions around the world.

This user guide provides thorough explanations of the features and products found in the Turnitin website that are available for use by instructors.

Turnitin products that may be available based on the purchase made by an institution include:

- Plagiarism Prevention - submitted papers are compared for matches or similar text to information in available repositories used by Turnitin. The results of this comparison are made available in the easy to read format of the Originality Report
- GradeMark digital assessment - student submissions are digitally marked and reviewed by the instructor in a paperless environment. Students are then able to view the results by logging into their Turnitin user profile
- Peer Review - student submissions are assigned to peers for review based on a series of topic and metric questions created by the instructor. Peer reviews can be anonymous or attributed
- GradeBook - an online tool allowing instructors to track student performance in a class and provide this information to students

Creating a User Profile

All users on the Turnitin system must create a user profile. If the user has previously registered on Turnitin, is an account administrator, or received an e-mail that indicates having been added to an account this section can be skipped. Users with existing profiles should skip to the *Logging In* section of this chapter.

If the user is new to Turnitin and has not been added to an account by the account administrator, an instructor profile must be created. To create an instructor profile, the account ID number and account join password are required. This information is needed to authorize a user to join the Turnitin account.

Note: The account ID and account join password may only be distributed by the Turnitin account administrator for an institution. Instructors wishing to access Turnitin must contact the appropriate personnel at the institution to receive the account ID and join password. Account administrators may distribute this data or may automatically enroll instructors via e-mail. Turnitin staff cannot distribute this information to any user.

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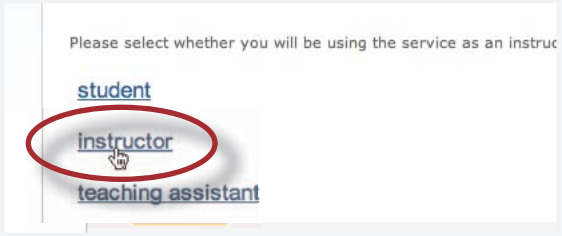
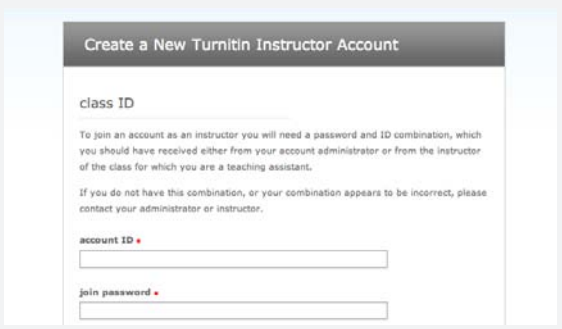
To create a user profile:	
1. Go to www.turnitin.com	
2. Click on *New Users* above the login area on the top right corner of the webpage	
3. Click on the *instructor* link	
4. The Create a New Turnitin Instructor Account form must be completed	
5. Enter the account ID number and account join password for the institutional account	
6. Enter the user first name, last name, and a valid e-mail address to use as the login for Turnitin	

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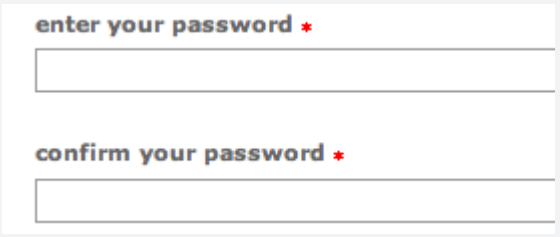
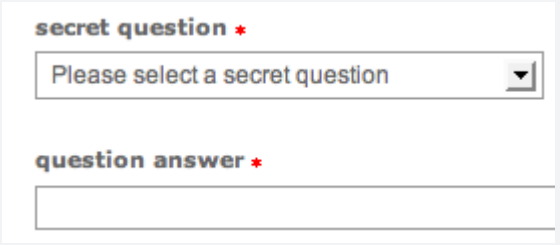
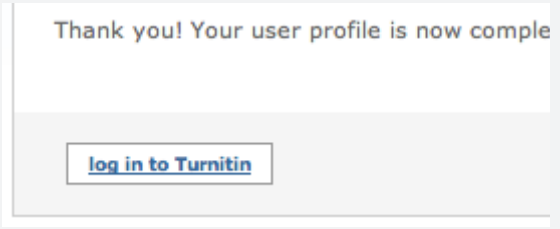
To create a user profile:	
7. Select a password for logging in. The password must be six to twelve characters including at least one letter and one number. The password is case sensitive.	
8. Select a secret question from the pull down menu and enter the answer. This answer is not case sensitive. Click on *next* to continue	
9. To continue using Turnitin, the user must click on *I agree - - create profile* to access Turnitin	
10. To go directly to Turnitin, click on *log in to Turnitin*	

Logging In

To begin using Turnitin, you must first log in. During login a cookie will be set on your web browser to allow Turnitin to authorize your access during use of the site. Please ensure that the web browser program you are using will allow the cookie to be set by our site, www.turnitin.com. Please refer to the help or support information for your web browser for more information on allowing cookies.

If the instructor is logging into a profile using a temporary password received via e-mail, the system will require a confirmation of the user information. New users must also set a personal password and secret question/answer information. The new password that is set by the user will replace the temporary password and will be required for all future login attempts.

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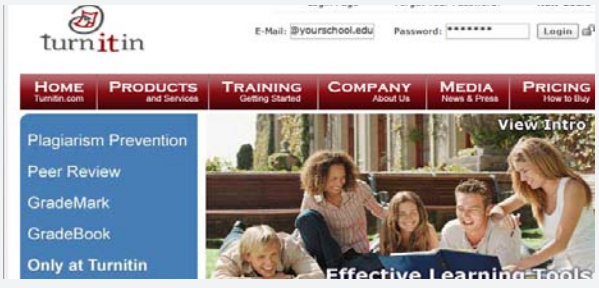
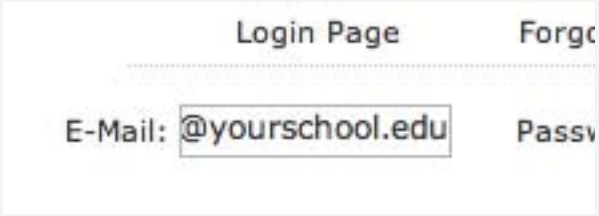
To login to Turnitin:	
1. Go to www.turnitin.com	
2. At the top right, enter the e-mail address and password associated with the instructor user profile	
3. Click the *Login* button to log into the student homepage	

Note: To use a Secure Socket Layer (SSL) connection, select the lock icon from the drop down menu to the right of the login button. To disable SSL connection, select the opened gray lock icon. Before using a SSL connection, please ensure your browser is set up to enable SSL protocol. For assistance, please check your web browser help documents or consult your local computer technical support staff to ensure this option is available.

Resetting Your Password

If a Turnitin user password is forgotten or the initial user welcome e-mail is not received, the password can be reset via secret question or e-mail. To reset a password via e-mail, the user information must contain a valid e-mail address. Turnitin cannot send password reset information to any other e-mail.

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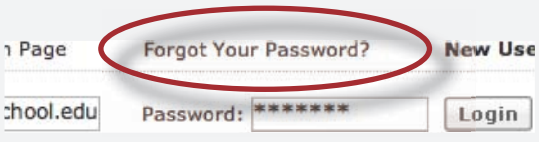
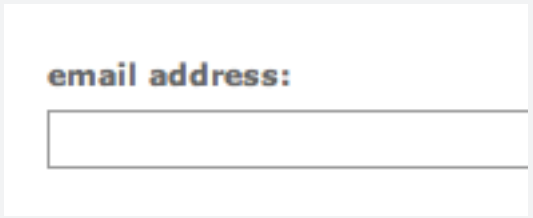
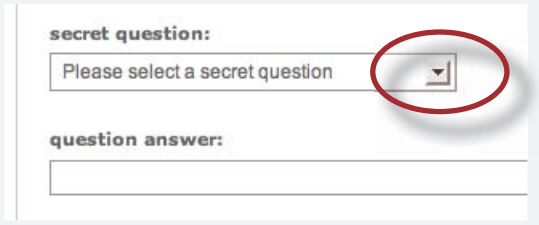
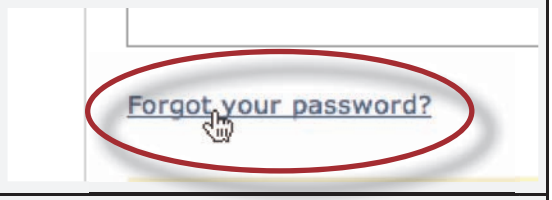
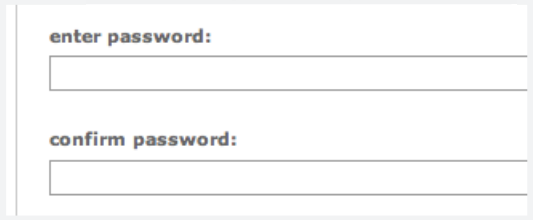
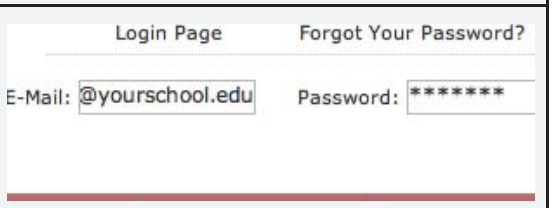
E-mail password reset:	
1. Go to www.turnitin.com	
2. Click on *Forgot Your Password?* above the *Password* field	
3. Enter the e-mail address associated with a Turnitin user profile and click on *next*	
4a. Select the secret question for the user profile and enter the answer in the field provided and click *next*	
4b. Or if you do not know the secret question/answer set for the user profile, click the link below labeled *click here* to have a link to a password reset sent via e-mail	
5. On the password reset page, you must enter a new password and log into Turnitin using the e-mail and new password for your profile	
6. Use the e-mail and new password for this user profile to log into Turnitin	

Warning: If you do not receive the e-mail containing the password reset link, make certain that the e-mail service is not filtering this e-mail from noreply@turnitin.com to spam or junk mail. Add noreply@turnitin.com to the e-mail contact list or contact your e-mail service for more information on ensuring this important password reset e-mail is able to be received.

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The Instructor Homepage

After logging in the instructor user is brought to the homepage. The instructor homepage provides access to many Turnitin features. The instructor homepage lists the accounts and classes the instructor has created and any class sections which the instructor has been assigned as the Teaching Assistant (TA) for.

If no accounts are listed, please see *Joining An Account* in the next section.

My Classes

The *my classes* tab leads back to the instructor homepage list of all accounts and classes controlled by the instructor.

User Info

A user profile contains personal information and user preferences. Click the *user info* button on the system bar to open the user profile options. The user information area is separated into two sections: personal information and user preferences.

Personal Information

In the personal information section of the user information page a user is shown a number of fields, many of which are optional and can be filled at the discretion of the user.

There are required fields which are listed here:
- User name (e-mail)
- Password
- Confirm password
- Secret question
- Question answer
- Last name
- First name

All other areas of the personal information section are optional.

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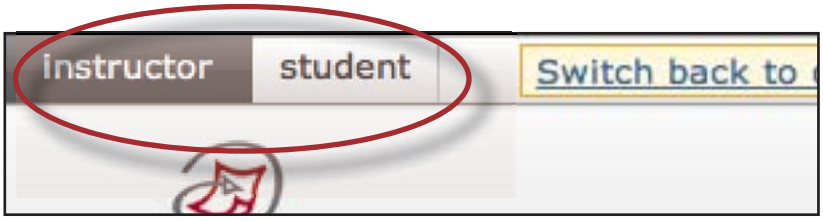
User Preferences

The user preferences section of a user profile affects how information within the profile account is presented and sets defaults for commonly used functions. User preferences include:

- **default user type** – select the type of user access to default to upon login
- **default submission type** – select a default submission type: file upload, bulk upload, or cut and paste
- **items per page** – select the number of items you would like displayed per page
- **show page info** – toggles the info messages at the top of each page on and off
- **send me e-mail updates** – choose yes to receive e-mail updates from Turnitin
- **use homepage link** – choose yes to create a homepage link. To set up a link, enter a link name and URL below.
- **default language** - select the language in which Turnitin will display by default for this user when logged in

Changing User Types

A single user profile can access multiple roles on any Turnitin account, including instructor, student, and administrator functions. To access the student or administrator homepage, you will need to change your user type in the top left hand corner of the web page. For more information on using the system as a specific user type, please refer to the corresponding User Guide.



Messages and Announcements

To view important Turnitin messages and announcements, click on the *messages* button on the system bar.

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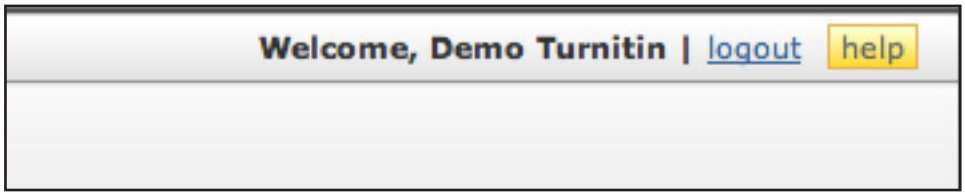
⚠ **Warning**: Urgent notifications may appear both on the messages page and on the Turnitin user homepage. These include messages announcing scheduled downtimes.

Information and Assistance

The *help* button on the top right corner of the web page allows a user access to the online resources available for assistance with Turnitin. We provide user manuals, training videos, and knowledge base access to our users as well as a site key.



Knowledge Base - not currently available

The knowledge base is an area we have created for our users to search for help or information on specific aspects of using Turnitin. Frequently updated lists of the most common questions we receive are also available.

User Guides

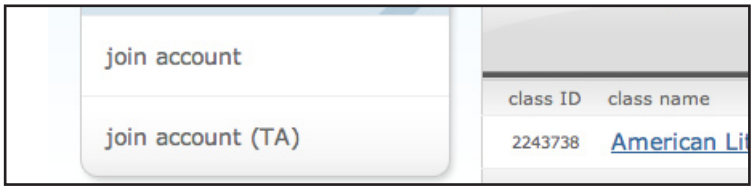
The user guides area links to a resource page providing downloadable versions of any of the Quick Start Guides and User Manuals for Turnitin.

Training Videos

Turnitin training videos allow institutions to reduce training time in the implementation of Turnitin. We provide new user videos for all user types, as well as in depth videos for specific products.

Join Account & Join Account(TA)

The join account and join account(TA) tabs allow an instructor to join an additional Turnitin account. Turnitin accounts may be separated by the institutional administrator into Departments or Campus level groups. Some instructors may need to join multiple departmental or campus accounts or may be employed by multiple institutions.



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The account ID and account join password for each account are required to add an additional account to an instructor's homepage.

To add a new section type class to a master class set, the TA must have the master class ID and TA join password for the master class. This is available from the master class instructor.

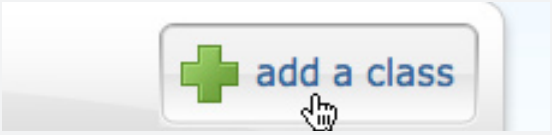
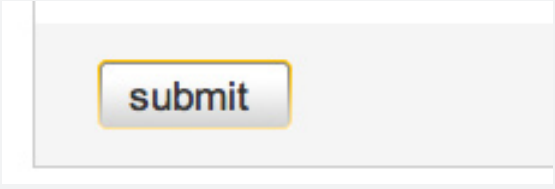
Creating classes on Turnitin

The creation of a class or classes on the Turnitin system is the first step in allowing an instructor and students to access and use the services available at their institution. Most instructor and student activity on Turnitin occurs within the class or classes created by an instructor.

The class is used by the instructor to organize students and student submissions into groups. A single class may be used for multiple courses but is typically not recommended due to the additional challenges this can create in organization.

A class and its assignments are fully available to the instructor between the date of the class creation and the selected expiration date. Once a class has expired, the information and assignments in the class are viewable but no new submissions or assignments may be made. The instructor is capable of extending the expired class to reactivate it.

New classes should be created each semester or school year when a new group of students is in a course. Assignments can be easily imported to a new class using the directions under the **Libraries** section of this user guide. This allows users to easily add assignment sets in a new course.

To create a class:	
1. Click the *add a class* button on your instructor homepage	
2. On the next screen enter the following information: • the name for the class • the class enrollment password	
3. Select the end date for the class. Once the end date has passed, the class will not be accessible for submissions unless the class is reactivated.	
4. Click *submit* to add the class. Class information will be displayed in a pop-up window containing the ID and enrollment password for confirmation	

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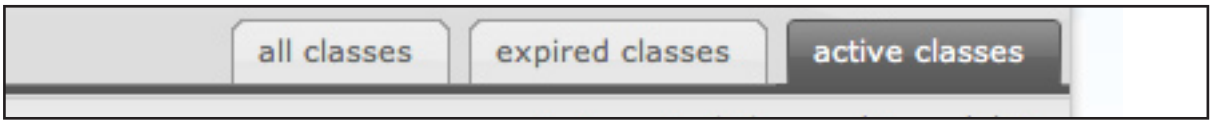
Expired Classes

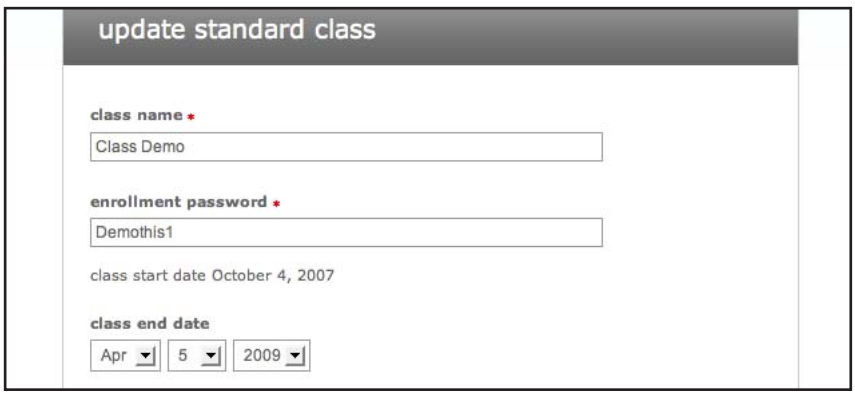
Every class created on Turnitin has an end date. When the end date is reached, the class expires and is limited to read only access. The students and instructor will no longer be able to submit papers or peer reviews, create assignments, or mark any of the papers using GradeMark.

When a class expires it no longer appears on the active classes list. To view expired classes only, click on the *expired classes* tab on the Turnitin instructor homepage. The *all classes* option available on the same pull down menu will list both active and expired classes.



Reactivating an Expired Class

An expired class can be only reactivated by the instructor. The *update* icon can be used to reactivate the course by giving it a new end date. The instructor can change the end date of the class from the class update screen. Once the end date has been changed, the instructor must click on *submit* to save the new end date and reactivate the class.



Creating Assignments

All submissions by students are made to assignments in a Turnitin class. Assignments for a given class are created, displayed, and modified from the class homepage. To reach the class homepage, the instructor must click on the name of the class.

Note: An instructor with GradeMark or GradeBook available will be required to set a post date on an assignment. This post date and time must be after the start date and due date of the assignment.

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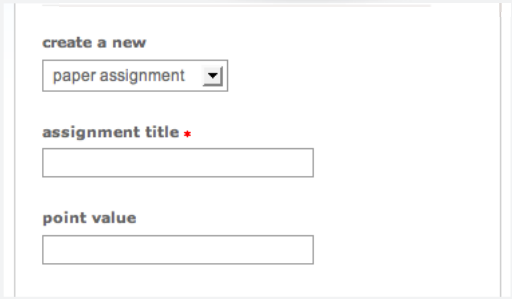
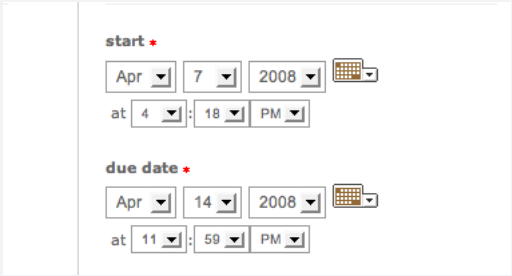
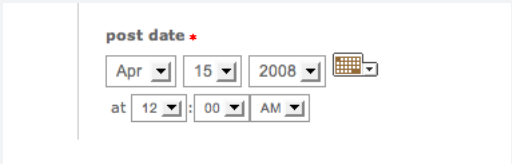
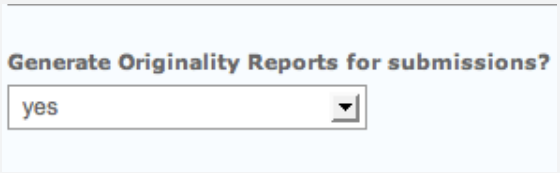
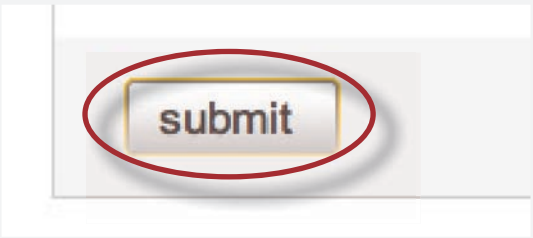
To create an assignment:	
1. Click on the class to open up the class portfolio. Then click on the *new assignment* button on the class portfolio.	
2. On the next page enter the following information: • assignment title • (optional) point value for GradeBook users)	
3. Select start and due dates for the assignment. Specific times are also selected. Students are only able to submit once the start date and time has passed. After the due date and time, students will be blocked from submitting papers unless late submissions are enabled	
3a. GradeMark and GradeBook users must select a *post date* for the assignment. The post date determines when marked papers or grades will be available for student view. The *post date* must come after the due date of an assignment	
4. Select whether the assignment will create Originality Reports for submissions, by first clicking on the *more options* link and then locating the *Generate Originality Reports for submissions?* option. Use the pulldown menu to select no, if you do not want Reports generated for this assignment. The default is *yes*	
5. Click *submit* to finalize the assignment. It will appear on the class homepage. (Optional) The user may continue to the next step - Advanced Assignment Options - to select additional information before submitting the assignment	

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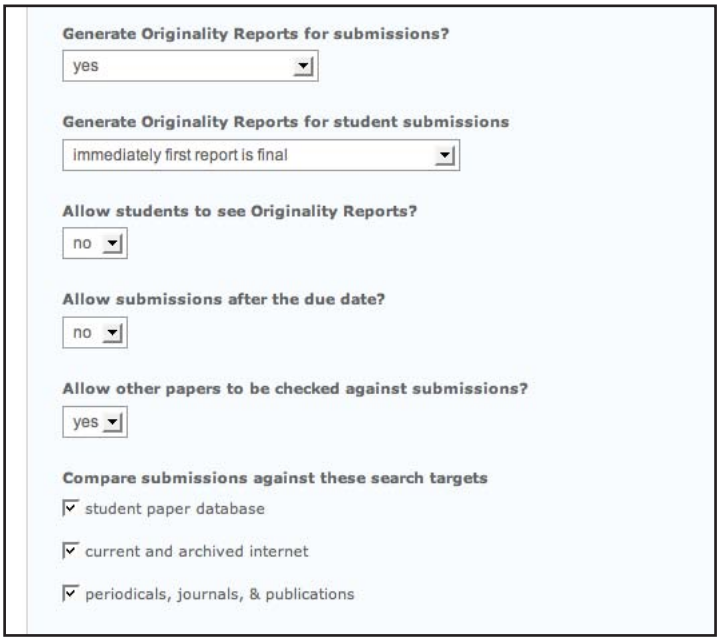
Advanced Assignment Options

When creating a paper assignment the user may select to view and change any of the advanced assignment options. The advanced assignment options are viewed by clicking on *more options* at the bottom of the assignment creation or assignment update page.


Generate Originality Reports for submissions?
yes
Generate Originality Reports for student submissions
immediately first report is final
Allow students to see Originality Reports?
no
Allow submissions after the due date?
no
Allow other papers to be checked against submissions?
yes
Compare submissions against these search targets
student paper database
current and archived internet
periodicals, journals, & publications

Advanced assignment options are listed and described below. When an advanced assignment option is changed the user may also select whether or not this change should be the future default for any new assignments created. This allows the user to automatically create all new assignments with their preference of advanced options rather than manually selecting the advanced options for every new assignment.

Available Assignment Options

Generate Originality Reports for student submissions –

- **immediately (first report is final)** - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

- **immediately (can overwrite reports until due date)** - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Student submissions will compare against one another within the assignment on the due date and time, which may result in a change in the Originality Report similarity index and results at the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions are allowed after the due date and time of the assignment.

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- **on due date** - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.

Allow Students to see Originality Reports

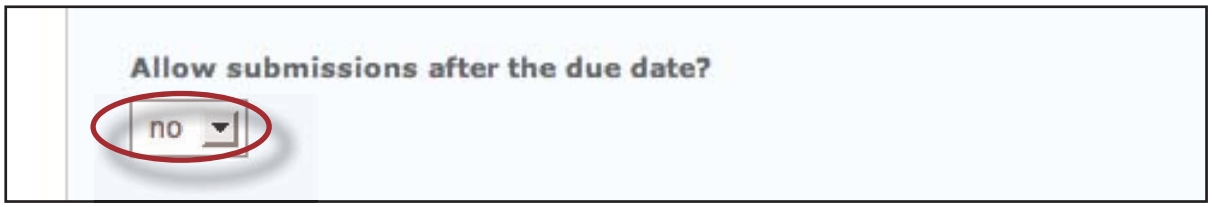
This feature of assignment creation provides instructors with the ability to control the option to allow students to see Originality Reports within each created assignment. This option gives instructors more flexibility and control when creating assignments. Select *yes* to allow students to see the Originality Report for the assignment. The default setting is *no.*

Late Submission

An instructor can enable submissions after the due date and time. To enable late submission, use the drop down menu next to *Allow submissions after the due date?* and select *yes*. The default setting is *no*. When enabled, students will be able to submit papers after the due date and time has passed as long as that student has not already submitted a paper to the assignment.

Student submissions after the due date and time will be marked with red text in the date column of the submission in the assignment inbox. A student cannot overwrite a submission past the assignment due date and time, even if the late submission option is enabled.

Note: Students self-enrolling in a course may accidentally enroll multiple times. Check to ensure that student names are not duplicated on the student list for the class. If there are multiple listings for a single student, the instructor may block or drop the extra student profiles to prevent confusion. Submissions made by dropped profiles will no longer be viewable by the instructor. See the Managing Students section of this manual for more directions on removing students from a class.



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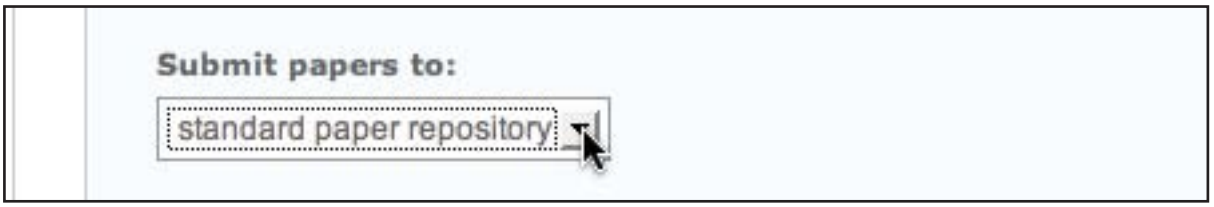
Repository options

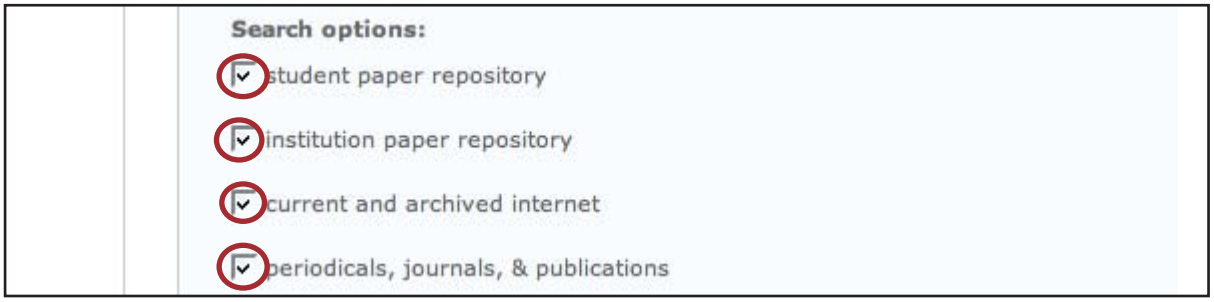
If the repository options are enabled for an instructor 2 or 4 options will appear within the *Submit papers to:* pulldown menu. Instructors will be able to set the *Submit papers to* assignment option to store student papers in the standard paper repository, in the institution paper repository, no repository, or to allow students to choose between the standard paper repository or the institution paper repository.



Repository Sources for Similarity Reports

The instructor is able to select the available repository sources to compare submissions in the assignment against. This allows an instructor to disregard a source type if the comparison against this type of source is not needed.

The available search targets are listed under *Search options.* The targets with a check mark are those that will be searched. To remove a search target repository, click on the check box to remove the mark. Clicking on an empty selection box next to the repository will re-add the repository as a search target. This selection will not alter any currently generated Originality Reports or Overall Similarity Index scores.



Search targets

Currently available search targets are:

- **student paper repository** - works previously submitted in classes and assignments on Turnitin
- **institution paper repository** - a repository of student papers for the institution
- **current and archived internet** - a repository of archived and live publicly available internet pages containing billions of pages of existing content and tens of thousands of new pages added daily

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- **periodicals, journals, & publications** - third party periodical, journal, and publication content including many major professional journals, periodicals, and business publications

Changing Advanced Assignment Option Defaults

If any changes have been made to the advanced assignment options, an additional option will be available at the bottom of the options panel. The instructor is asked *Would you like to save these options as your defaults for future assignments?* Select *yes* to have all future assignment creations use the advanced assignment options that have been selected as the default setting. Select *no* to continue with the previous default advanced assignment option settings.

The default settings can be changed at any time when creating a new assignment or updating an existing assignment.

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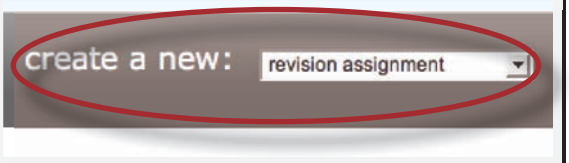
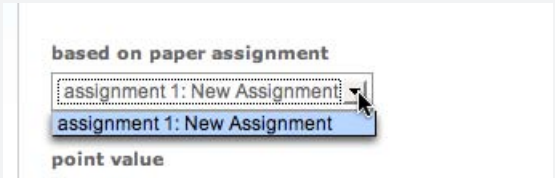
Revision Assignments

Student users can only submit one paper per assignment. If the instructor wishes students to submit multiple drafts without overwriting the previous drafts, the instructor can create additional assignments using the revision assignment type. Revision assignments are duplicates of the 'parent' assignment's advanced options and standard settings, but may have new start, due, and post dates. The revision assignment may have a different Generate Originality Reports for student submissions setting. The instructor may also select a different set of optional special instructions, or assign a different point value.

Creating revision assignments:	
1. From the class home page, click on the *new assignment* button	
2. From the drop down menu labeled *create a new:* select *revision assignment*	
3. From the pull down menu labeled *based on paper assignment:* select the assignment this revision should be based on	
4. (Optional) Enter a point value for the revision assignment	
5. Select the start date, due date, and (if available) post date for the assignment. Select an option from the *Generate Originality Reports for student submissions:* drop down menu	
6. (Optional) Enter any special assignment instructions	

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Creating revision assignments:	
7. Two other options can be adjusted the *generate Originality Reports for student submissions* and the *allow students to see Originality Reports?*	
8. Click on *submit* to save this revision assignment. Revision assignments appear as sub-assignments (1a, 2a, 3b) on the class home page for instructors	

Getting Your Students Started

Once a class and assignment have been created the instructor or students are ready to begin submitting papers and using Turnitin. If the instructor is planning to do the submissions of papers, please skip to the next section, *Submitting Papers*.

Warning: It is strongly recommended that students submit papers themselves. This will save time and enable the use of the Peer Review, GradeMark or Gradebook products.

Enrolling Students

Students must be enrolled in a class to submit papers, access grades, or access peer review assignments. Students can self-enroll by creating a user profile using the class ID number and class enrollment password. The instructor can enroll students in a class one by one or by uploading a list of e-mails and student names.

If the instructor chooses to add students to the class directly, each student added to the class will be automatically e-mailed a temporary password and login information. If the e-mail address entered when adding a student is not valid, the student will not receive an e-mail. For this reason, students who do not possess valid e-mail addresses must enroll themselves using the class ID and enrollment password.

Having Students Enroll

Students self-enrolling into a Turnitin class must have the numeric class ID and the case sensitive class enrollment password. This provides a student user with authorization to access the class on Turnitin. Please do not post the class id and password on a publicly accessible website to ensure only your students enroll in the class.

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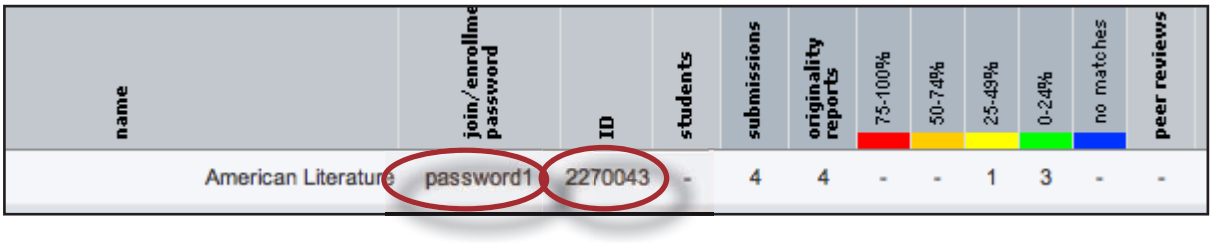
To confirm the class ID and enrollment password, click on the statistics icon next to the class name under the statistics column on the Turnitin instructor homepage. The class ID and enrollment password are displayed as part of the class statistics.



If needed, the instructor can change the enrollment password to remove accidental capitalization or spaces that may be causing student enrollment issues. Changing the enrollment password after student enrollment is completed also prevents students with forgotten passwords from enrolling multiple times and causing confusion.

To change the enrollment password, click on the update icon for the class on the Turnitin instructor homepage. Update the enrollment password and click on *submit* to save the change.

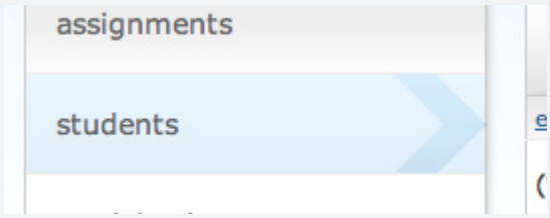
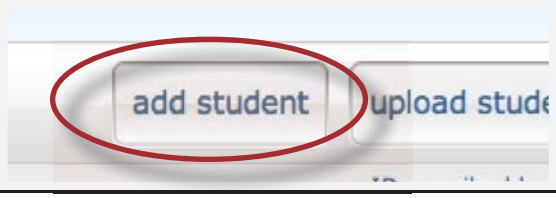
For step by step student oriented instructions or student self-enrollment information please view the Turnitin Student User Manual, Student Quick Start Guide, or Student training video.

Enrolling Students Manually

An instructor may add students individually to the class. The instructor must provide first name, last name, and e-mail address for the user. A welcome e-mail will be sent to the student being added to the class.

If the e-mail address provided already exists on a user profile on Turnitin, the user welcome e-mail indicates only that the user has been added to a class as a student.

If the e-mail address provided by the instructor has never been used to create a Turnitin profile before, a new user welcome e-mail is sent. The student is provided with a temporary password for logging into Turnitin to complete the user profile.

Enrolling students one by one:	
1. From the class homepage click on the *students* tab to open the student list for the class	
2. Click the *add student* button	

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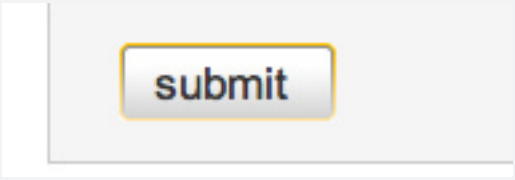
Enrolling students one by one:	
3. Enter the required information - the student first name, last name, and e-mail address	
4. Click *submit* to enroll the student. A welcome e-mail will be sent to the user.	

Enrolling Students From a List

An instructor may upload a student list to add to a course. The student list must be one hundred (100) entries or less. Larger classes may be separated into multiple lists, each of which can be uploaded individually.

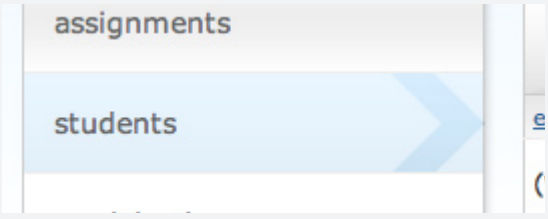
The list must be a Microsoft Word, Microsoft Excel, or plain text (.txt) file. The first name, last name, and e-mail for each student must be provided. The formatting must be as follows:

- Microsoft Word or Plain Text:
  John,Doe,JDoe@schoolname.edu

- Microsoft Excel:

John	Doe	JDoe@schoolname.edu

Once the student list is available, the list may be uploaded from the student page of the class.

Enrolling a list of students:	
1. From the class home page, click on the *students* tab	
2. Click the *upload student list* button	

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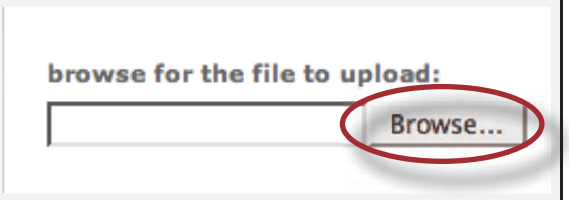
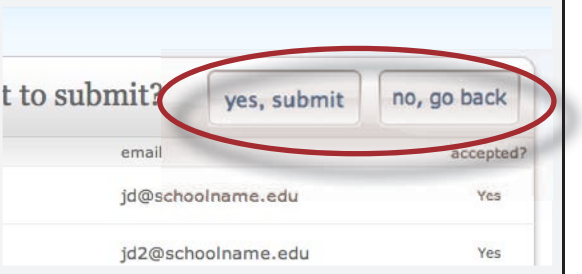
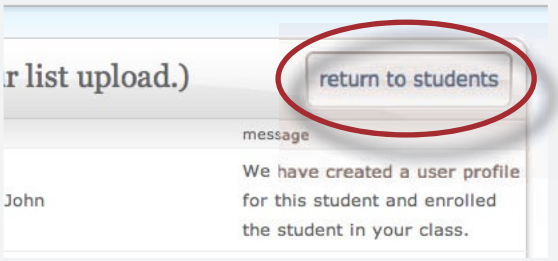
Enrolling a list of students:	
3. Click the *Browse* button and locate the file containing the student list on the computer. For example lists, use the *click here* link to see templates	
4. Click *submit* to upload the student list file	
5. The student list will be displayed. Check the displayed list for errors. To submit this list, click *yes, submit*. If the incorrect file was selected, choose *no, go back* and select a different file for step 3	
6. Once *yes, submit* has been selected the final screen will display the newly enrolled list of student users. To return to the class student page, click the *return to students* link	

Enrollment E-mails

As soon as students are added to a class a confirmation e-mail is sent to the e-mail address provided. If the student has an existing user profile, the confirmation e-mail contains only notification of the new class enrollment. If the e-mail address was not for an existing student user in the Turnitin system the confirmation e-mail contains a temporary password and login instructions.

New student user profiles that have never logged in are indicated with a pink highlight over the enrollment date to the left of the student name on the student list page.

Re-sending New User Enrollment E-Mail

The instructor can re-send the welcome e-mail, including the temporary password, to student users who have never logged into Turnitin. The instructor can also change the e-mail or name information to fix any incorrect information in the event that a student no longer has access to the e-mail address used initially for the user profile.

Students who did not receive the enrollment e-mails will need to check junk mail or any other mail filters (such as parental filters on e-mail) and ensure that they are able to receive e-mail from noreply@turnitin.com and helpdesk@turnitin.com before the welcome e-mail is re-sent by the instructor.

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Student users who have logged into Turnitin one or more times cannot have this information reset by the instructor and must use the *Forgot Your Password? link* on the Turnitin homepage.

How to Re-Send Welcome E-mail

An instructor can re-send welcome e-mails from the *student* list page of a class. To reach the student page, click on the class name and then the gray *student* tab above the assignment list.

On the students page, any students who have never logged in and completed the information on the user profile will have a pink highlight over the date in the *enrolled* column to the left of the student name.

Note: Students who do not have the pink highlight over the *enrolled* date must use the Turnitin password reset system if the student has forgotten or lost the password to the student user profile. This is accessible at www.turnitin.com by clicking on the *Forgot Your Password?* link at the top right corner.

To re-send the activation mail, click on the pink highlighted date to the left of the student name.

Check the user information and make any needed changes to this information. To send the new user confirmation and welcome e-mail click on submit. A new copy of the welcome e-mail, including temporary password, will be sent.

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Submitting Papers

Instructors joined to a Turnitin account can submit papers using the four available methods. Instructor uploads may be submitted by:

- **file upload** - a single file submission selected by the instructor.
- **cut and paste** - submission of text copied and pasted into a Turnitin submission box. May be used to submit from a file format that is not accepted. No images or non-text information can be copied and pasted - only plain text can be accepted
- **zip file** - submit a standard zip file containing multiple papers. May contain up to 100MB or 1,000 files. Zip file uploads of significant size may require additional time to complete

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word® (including Word 2007)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)

The file size may not exceed 10.48576 MB. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin.

The zip file upload accepts up to 1000 files or 100MB of zipped information. A zip file to be uploaded may not exceed either limit. Zip files should be checked to ensure only usable file formats are included in the upload.

Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

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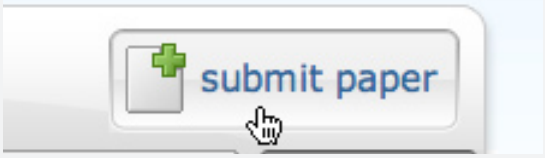
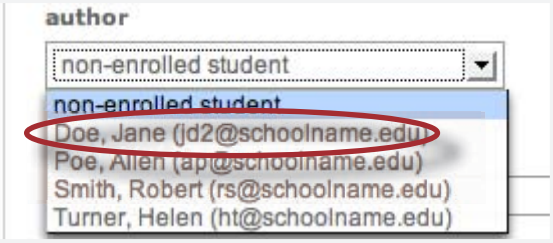
Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Warning: Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

Submitting a paper by file upload:	
1. Click on the *submit paper* button on the class homepage	
2. If needed, select *file upload* from the *submit a paper by*: pull down menu. File upload is the default submission type for new users.	
3a. Select an enrolled student name using the *author* pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission	
3b. The instructor must enter the first and last name when non-enrolled student is selected from the author puldown menu **Warning:** Papers you submit for non-enrolled students cannot be graded or marked for paperless return to students	

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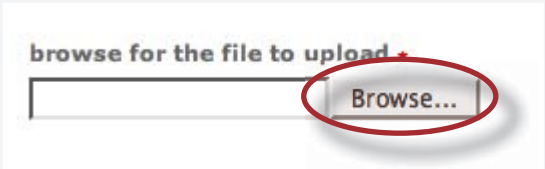
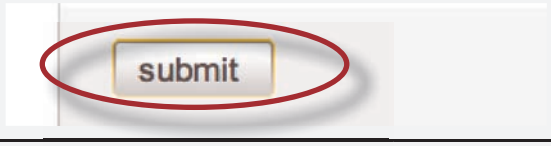
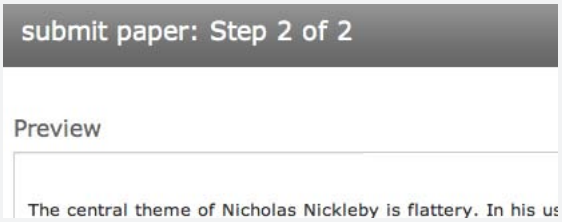
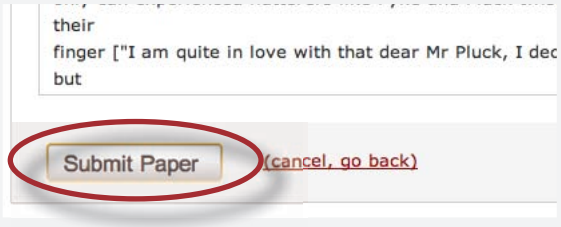
Submitting a paper by file upload:	
4. Enter the title for the paper. This field is required	
5. Click the *Browse* button and locate the paper to submit	
6. Click *submit* to upload this file	
7. Once the paper has been uploaded, the following page previews the paper being submitted. Review the text to confirm the correct file was selected.	
8. To complete the file upload, click on *Submit Paper* at the bottom of the page. If the wrong file was loaded, click on *cancel, go back* and re-submit with the correct file.	
9. Once the submission is complete a digital receipt is displayed. The paper ID on the digital receipt is a unique number assigned to this submission.	

Cut and Paste Submissions

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need an Originality Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

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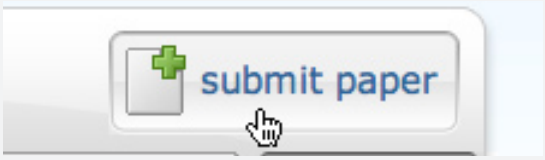
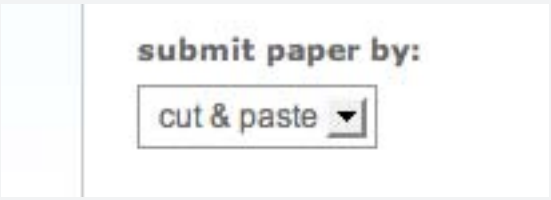
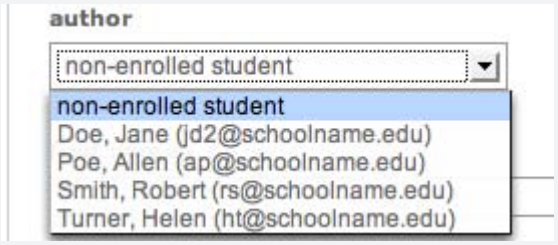
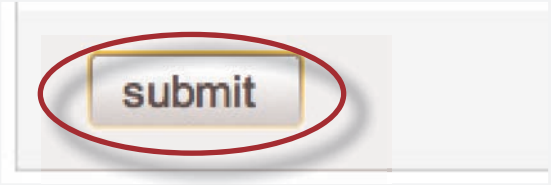
Submitting by Cut and Paste	
1. Click on the *submit paper* button in the assignment inbox	
2. Select *cut and paste* from the *submit paper by*: pull down menu. File upload is the default submission type for new users.	
3a. Select an enrolled student name using the pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission	
3b. The instructor may enter the first and last name as a non-enrolled student. **Warning:** Papers you submit for non-enrolled students cannot be graded or marked for paperless return to students	
4. Enter the title for the paper. This field is required	
5. Copy and paste the selected text into the text box **Tip:** To copy and paste text, highlight the text to submit in a word processing or text editing program and select *copy* from the *edit* menu. To transfer the text into the text box on Turnitin, click inside the text box of the submission page and select *paste* from the browser *edit* menu	
6. Click on *submit* to submit the text. The digital receipt will be displayed	

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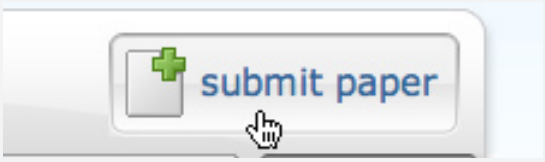
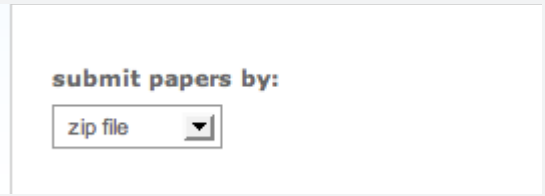
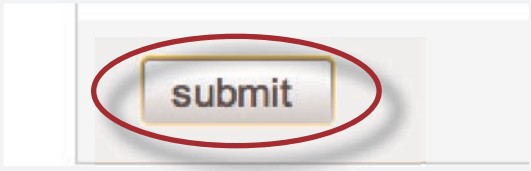
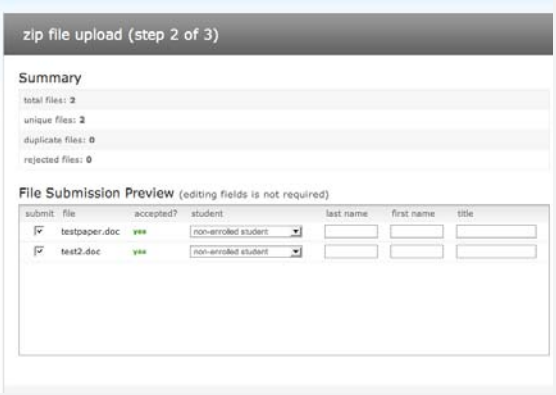
Zip File Uploads

Instructors are able to upload a zip file of papers to a Turnitin assignment. The zip file may be any size up to approximately 100MB and contain up to 1000 individual files. If the zip file exceeds either limit it will be rejected.

Instructors uploading zip files are advised to ensure that no unacceptable file types are contained within the zip file and to be careful of duplicate copies of the same file within the zip file. Turnitin will attempt to detect duplicate or invalid files and warn the user of any duplicate or unacceptable files.

Submitting multiple papers in a zip file:	
1. Click on the *submit paper* button in the assignment inbox	
2. Select *zip upload* from the *submit paper by*: pull down menu. File upload is the default submission type for new users.	
3. Click on *Browse* and select the zip file that will be uploaded	
4. Click *submit* to load the zip file and view the list of papers. A pop-up window indicating download progress should be shown	
5. Select the papers to submit by checking or unchecking the *include?* check box for the paper. For each paper being included, the user may: • select an enrolled student in the class or submit as non-enrolled, giving first name or last name; • submit without first and last name, which will default to anonymous • submit with a paper title; • submit without a paper title, which will default to the name of the file	

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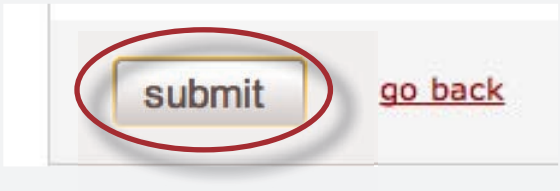
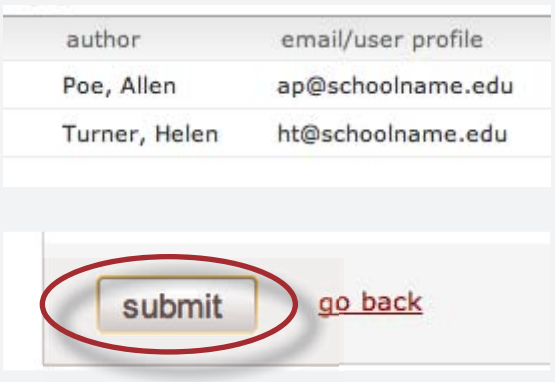
Submitting multiple papers in a zip file:	
6. Once the files to submit from the zip file have been selected and (if needed) assigned name and title information, the user must click on *submit* to continue the upload of papers into the assignment	
7. A confirmation screen will be shown listing all file names, author names, e-mail user profiles, and submission titles. Any fields containing Anonymous or Not Entered are not required but may be set by using the *go back* link to return to the previous screen Click *submit* to finalize the zip file upload into the assignment	

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Assignment Inbox

Each assignment in a class has an assignment inbox. The assignment inbox contains any submissions that have been made by students or the instructor to the assignment. To access the assignment inbox, click on the name of the assignment on the class homepage.

Elements of the Assignment Inbox

The assignment inbox is a sorted list of columns containing information regarding submissions in an assignment. The assignment inbox can be organized by any of the criteria listed - for example, clicking on the column heading name of *author* will sort the contents of the assignment box by author last name from A to Z. Clicking the column heading again will sort it again by the reverse of the criteria, from Z to A.

The column headings in the assignment inbox are:

- **author** - a column containing the names of any enrolled students and the names given for any non-enrolled instructor uploaded papers in the assignment. Clicking on the name of the author opens the class portfolio page for any enrolled students. Enrolled student names are underlined and lettered in blue

- **title** - the title given for any paper submitted. If there is no submission for a user, this field will list -- no submission --. Clicking on the title of a paper will open a text version of the paper with submission information, but no Originality Report data, to allow an instructor to view the student paper

- **report** - the report column contains the Originality Report icon. The icon contains a percentage indicating the overall similarity of the paper to information in the Turnitin repositories, 100% being 'fully similar', 0% indicating 'no similarity'. The icon is rectangular and contains the percentage number and the corresponding color. If only a grayed out icon is available, the report is not ready. A -- in the report column indicates no submission or that no Originality Report is generated based on assignment settings. Clicking on the Originality Report icon opens the Originality Report. For more information, see the *Viewing Originality Reports*

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section of this guide or view the Originality Report video.

- **grademark** - the grademark column indicates GradeMark image availability. A red apple icon shows what papers can be accessed in GradeMark. A gray apple icon indicates that a submission is not available in the GradeMark, while a -- indicates that no submission was made or that GradeMark digital assessment is not available for the class or account. If the icon is available, click on the red apple icon to open a GradeMark window

- **file** - a page icon and indicator of the file type of a submission that was uploaded to Turnitin, or -- in the event no submission was made. Click on the page icon to download a copy of the submission as originally uploaded by the student to the assignment

- **paper ID** - the unique numeric ID number assigned to every submission made to Turnitin. This column contains -- if no submission was made. The paper ID is also provided to students or instructors when submitting by file upload or copy and paste as part of the digital receipt

- **date** - the date of a submission. Any dates shown in red indicate a late submission made after the due date and time of an assignment. The format is month-day-year. If no submission was made after the due date/time for a student, this column shows *(late)* in red. If the due date has not passed, students in the class with no submissions have a -- in this column.

The assignment inbox also contains a number of items in the assignment inbox panel at the top of the assignment inbox. See the *Organizing the Assignment Inbox* section for more information on these functions. The items are:

all papers, marked papers, viewed papers, new papers - allows an instructor to select which folder of an assignment inbox to view. By default, all papers are in the *new papers* folder. The available folders are *all papers, marked papers*, *viewed papers*, and *new papers*. Papers can be moved between folders in the assignment inbox by using the *move to* function. Papers only can be placed in a single folder. Selecting a folder tab will display only that folder unless *all papers* is selected, which shows every submission in an assignment

submit button - allows an instructor to begin submitting a paper or papers to this assignment

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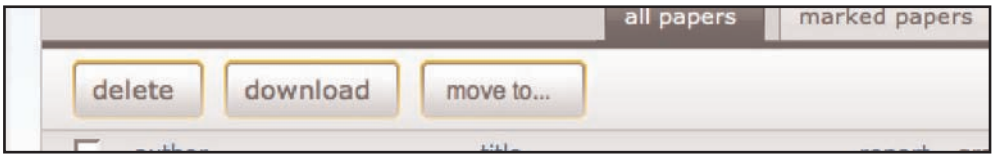
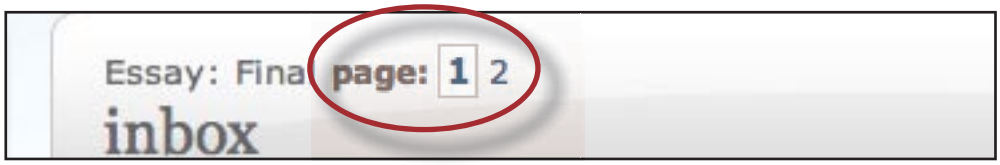
delete, download, and move to - these buttons perform the selected action on papers which have a check mark added in the box to the left of the author name



page - if there is more than one page to an assignment inbox, click on the page number to move between the pages of the assignment inbox and view the submissions on the pages

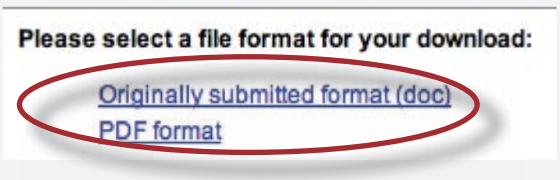


Viewing Papers

Every paper submitted to an assignment can be viewed online. To view a paper through the Turnitin web site without saving a copy to the computer, the instructor simply needs to click on the name of the paper under the *title* column of the assignment inbox. This will open the paper in a new window with the submission and student information as well as the text of the paper.

Downloading Papers

The instructor may also download and save papers submitted to an assignment. Instructors may download papers one by one, or in a zip file. Instructors on an account with the GradeMark or Peer Review products active may also select whether to download a PDF version of the submission or the original file format.

Downloading papers one at a time:	
1. Click on the icon under the *file* column for the paper to download.	
2. (If available) For Peer Review and GradeMark accounts, a pop-up window prompts the user to select Originally submitted format or PDF format.	

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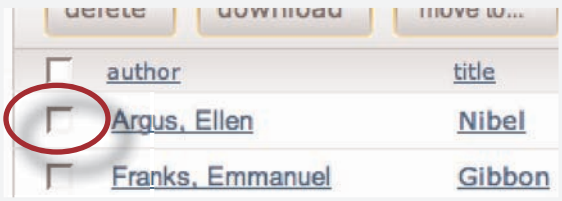
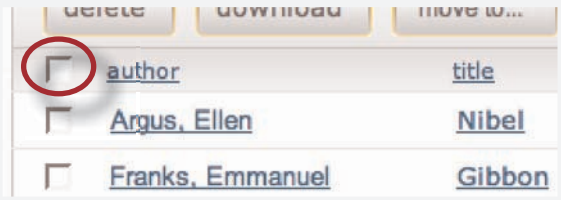
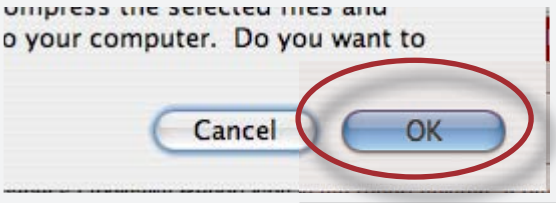
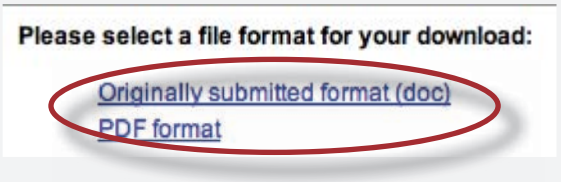
Downloading papers one at a time:	
3. The files will download to be saved on the user's computer	

Downloading papers in a zip file:	
1. From the assignment inbox, click the check boxes to select the papers that will be downloaded	
1a. The user may also select the check box in the column heading to download all papers from all pages of an assignment inbox	
2. Click on the *download* button above the check box column to begin the download	
3. Click on *ok* to accept the download	
4. Select the file format to download in if prompted to do so (GradeMark and Peer Review accounts only)	
5. The files will download to be saved on the user's computer	

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Viewing Originality Reports

The Turnitin Originality Report provides an overall similarity index for a submission. This index determines the percentage of similarity between a submission and information existing in the Turnitin repositories selected as search targets for an assignment. Any text from the paper matching to text in the repositories is created with a link to the source in the Turnitin repository.

Opening the Originality Report

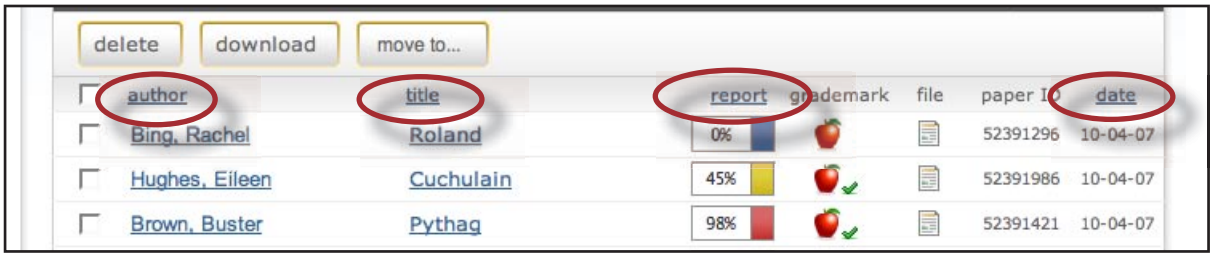
The Turnitin Originality Report can be accessed from the assignment inbox. Under the report column are the icons indicating the percentage of the Overall Similarity Index and the corresponding color on a blue to red scale.

Organizing the Assignment Inbox

Turnitin offers the instructor user many methods to organize papers in the assignment inbox to assist with handling large classes or simply to quickly sort the submissions and Originality Reports in an inbox.

The following are the ways an instructor is able to organize the assignment inbox:

- **sorting by column header** - click any of the column names with a downward pointing arrow to the right. This includes author, title, date, or report column headings. Click a second time to re-sort in the opposite direction, e.g. A-Z becomes Z-A



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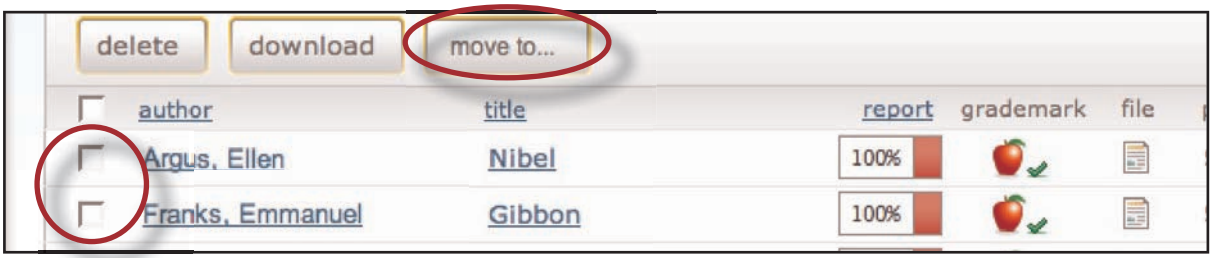
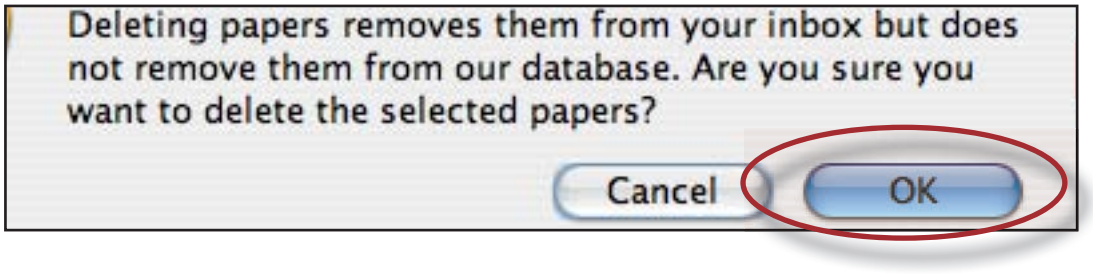
- **sorting by folder** - the instructor is able to select and move papers to the viewed or marked folders by checking the box to the left of the author name and clicking the *move to...* button. Select the destination folder from the drop down menu and click on submit to move the paper to the selected folder



- **deleting unwanted papers -** an instructor can delete papers at any time by checking the box to the left of the paper and clicking the *delete* button. These papers are removed from the assignment inbox but not the submission repository


Deleting papers removes them from your inbox but does not remove them from our database. Are you sure you want to delete the selected papers?
Cancel
OK

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Viewing Late Submissions

Students enrolled in a class show up in the assignment inbox. If a student has not submitted a paper, -- *no submission* -- will show up in place of a paper title. To quickly view which enrolled users have not submitted a paper, sort the inbox by paper title by clicking on the *title* column heading.

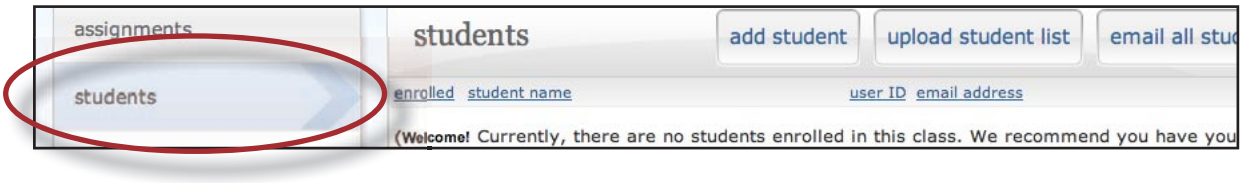
Note that some users may accidentally enroll multiple times and appear both as -- *no submission* -- and with a submission. To check this, click on the *author* column heading to sort the student list by name and check for duplicates.

If a paper is submitted late to an assignment the submission date appears in red. If no submission has been received by the due date and time, *late* will show up in red in the date column.

Managing Students

The student list page allows an instructor to access the class portfolio (a collection of submissions, Originality Reports, peer reviews, and marked papers for the class) for each student, drop or add students, block students from accessing the class, or contact the list of students individually or via e-mail.

Access to the student list for a class is gained by clicking the *students* tab on the tab column.



Student Page Features

The features of the student home page include:

- **view student class portfolio** - click on the name of a student to visit the class portfolio for the student

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- **e-mail a student** - click on the e-mail address of any student to open a mail window in the user's default e-mail program

- **e-mail all students** - click the e-mail all students link to compose and send an e-mail to all students in the class

- **lock/unlock a student** - students can be locked or unlocked from a class once they have logged into Turnitin with their user profile. Click on the lock icon to toggle the student from unlocked (lock not closed) to locked (lock closed) if needed. When a student is locked, the student profile can no longer access the class

- **remove a student** - click on the drop icon to the right of the student e-mail address to remove the student from a class. Accidentally dropped students may be re-added manually but must be added under the same e-mail address to regain access to the previous submissions which were made.

Warning: Students should be dropped from a class only if the instructor is absolutely certain that the student user profile and its submissions are no longer needed. Dropped students cannot re-add themselves to the class even with the class ID and enrollment password

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
t, but we also affe
and changing
DICTIONARY

turnitin®

Turnitin Instructor User Manual

Chapter 2: Plagiarism Prevention

Updated July 30, 2008

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Introduction

A typical submission made to an assignment on Turnitin generates an Originality Report. The Originality Report is the result of comparison between the text of the submission against the search targets selected for the assignment which may include billions of pages of active and archived internet information, a repository of works previously submitted to Turnitin, and a repository of tens of thousands of periodicals, journals, & publications. Any matching or highly similar text discovered is detailed in the Originality Report that is available in the assignment inbox.

Although the Originality Report can be used as a tool to assist in identification of suspected individual cases of plagiarism, Turnitin plagiarism prevention works even more powerfully when used as a deterrent. Students who are aware that the works submitted will come under effective scrutiny are more likely to produce original work and pay greater attention to the standards of citation and quotation.

Originality Reports

Originality Reports provide a summary of matching or highly similar text found in a submitted paper. When an Originality Report is available for viewing, an icon will appear in the report column of the assignment inbox. Originality Reports that have not yet finished generating are represented by a grayed out icon in the reports column. Reports that are not available may not have generated yet, or assignment settings may be delaying the generation of the report.

Note: Overwritten or resubmitted papers may not generate a new Originality Report for a full twenty four hours. This delay is automatic and allows resubmissions to correctly generate without matching to the previous draft.

The color of the report icon indicates the overall similarity index of the paper, based on the amount of matching or similar text that was uncovered. The percentage range is 0% to 100% The possible similarity indices are:

- **blue** - no matching text
- **green** - one word to 24% matching text
- **yellow** - 25-49% matching text
- **orange** - 50-74% matching text
- **red** -75-100% matching text

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Warning: These indices do not reflect Turnitin's assessment of whether a paper has or has not been plagiarized. Originality Reports are simply a tool to help an instructor find sources that contain text similar to submitted papers. The decision to deem any work plagiarized must be made carefully, and only after in depth examination of both the submitted paper and suspect sources in accordance with the standards of the class and institution where the paper was submitted.

Viewing Originality Reports

The Originality Report can be viewed in one of four modes. These modes allow users to view and sort the information contained in the Originality Report in any ways best suited to their needs. The four modes for viewing an Originality Report are:

- **cumulative view** (show highest matches together) mode: A list of all areas of the paper which have similarity to information in the Turnitin repository. Matches are color coded and listed from highest to lowest percentage of matching word area to the submission. Only the top or best matches are shown, all underlying matches are visible on the single source mode

- **single source** (show matches one at a time) mode: Allows a user to view matches between the paper and a specific selected source in the Turnitin repositories. Contains a full list of all matches found rather than the best matches per area of similarity. This listing is exhaustive but will show all matches found, including any that are obscured in the cumulative view by virtue of being in the same or similar areas as other, better matches

- **quickview** (classic report) mode: A simple, printable list of the matches found followed by the paper with highlighting to indicate matching areas

- **direct source comparison** (side by side) mode: An in depth view that shows an area of similarity compared side by side with a specific match from the Turnitin repositories. Not available on all types of repository matches

Note: If the source of matching text is a student paper in one of the classes controlled by the user as an instructor, the paper can be displayed in direct source comparison mode with matching text highlighted. The Originality Report provides the instructor with information regarding the origin of the matching paper. Not available for students viewing Originality Reports.

If the paper is from a class controlled by another instructor, no direct access to this paper can be provided. To view the paper, the instructor must request permission from the instructor in possession of the paper by clicking on the link to the source and then using the permission request button. Turnitin will auto-generate an e-mail request to the instructor who controls the paper. The instructor can reply via e-mail to the user if the request is granted. No student papers are made available to another user within the Turnitin system.

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To open an Originality Report, click on the icon in the report column in the assignment inbox. The Originality Report will open in a new window. If the new window does not appear, the user may need to add turnitin.com to the list of sites allowed to create pop-up windows on the web browser the instructor is using.

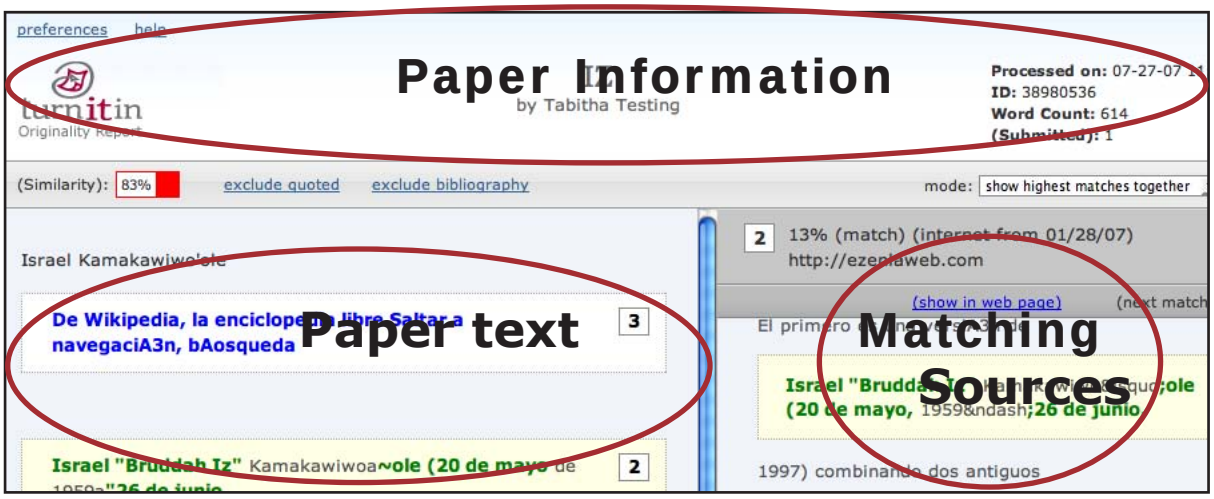
Originality Report Contents

The Originality Report is separated into three main areas in the default view. These default areas are:

- **paper information** - the top of the report page shows information about the submitted paper. This includes the paper title, the submitting user profile name information, the word count, date of the Originality Report creation, and how many submissions have been made to the assignment

- **paper text** - the extracted text only version of the submitted paper. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Originality Report

- **matching source** - the list of matching sources for the highlighted areas of the paper text to the left



Mode Menu

The *mode* pull down menu allows users to switch views of a Turnitin Originality Report. The default viewing mode is the cumulative view which is listed as *show highest matches together*.

To change the view mode for an Originality Report, click on the *mode* pull down menu and select a viewing mode to display the report in. The browser window will automatically change to the selected view mode.

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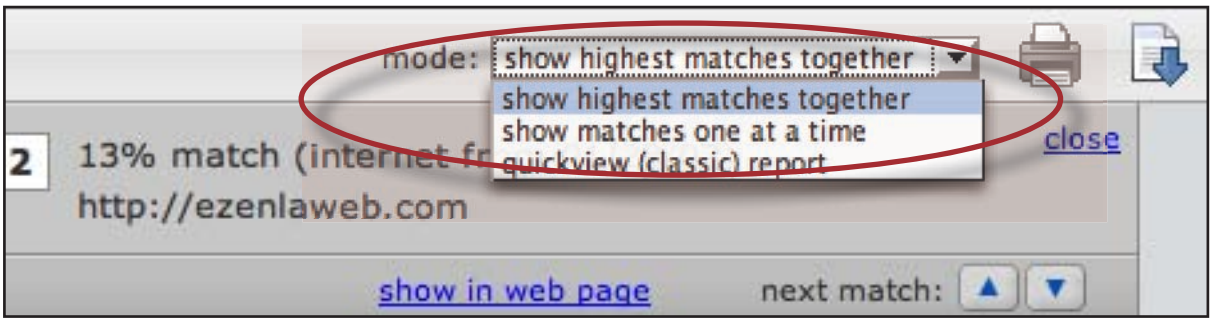
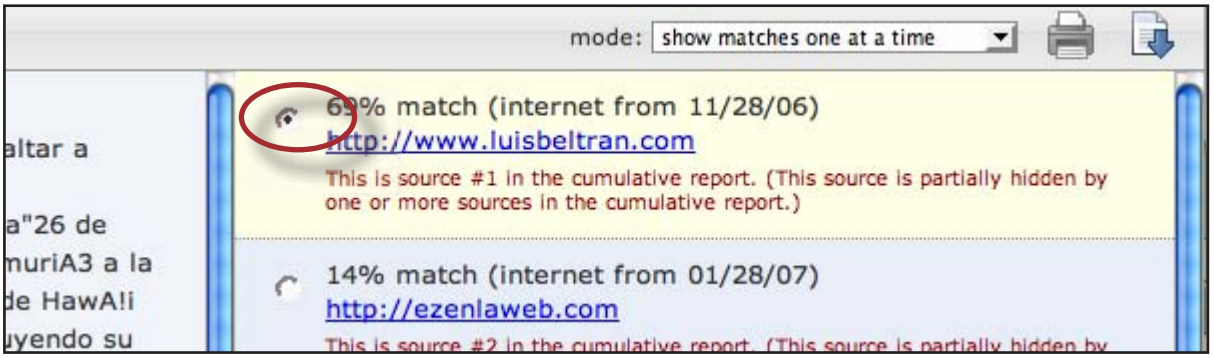


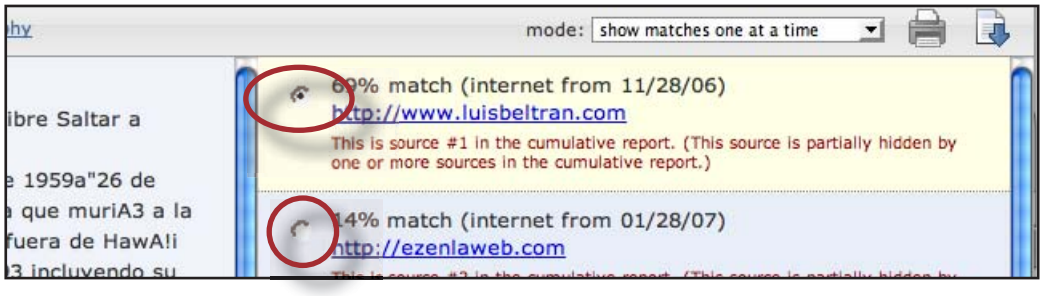
Changing Viewing Modes

By default the Originality Report opens in *show highest matches together* mode. In some cases, matches to smaller areas of similarity may be obscured by larger matches and not shown on this view mode. To find the underlying sources, use the *show matches one at a time* viewing mode to show an exhaustive list of the sources.

To switch to this mode, click on the *mode:* pull down menu and select *show matches one at a time*. The Originality Report browser window will reload to display this view.


mode: show matches one at a time
altar a
a"26 de
muriA3 a la
de HawAii
uyendo su
69% match (internet from 11/28/06)
http://www.luisbeltran.com
This is source #1 in the cumulative report. (This source is partially hidden by one or more sources in the cumulative report.)
14% match (internet from 01/28/07)
http://ezenlaweb.com

In this mode all sources for a given paper are listed, even those that are obscured by larger percentage matches in the default view. Select a source to display by clicking on the radio button next to a source. When printing, this view mode will print only the currently selected source.


mode: show matches one at a time
ibre Saltar a
e 1959a"26 de
a que muriA3 a la
fuera de HawAii
3 incluyendo su
69% match (internet from 11/28/06)
http://www.luisbeltran.com
This is source #1 in the cumulative report. (This source is partially hidden by one or more sources in the cumulative report.)
14% match (internet from 01/28/07)
http://ezenlaweb.com

Users may also view the Originality Report showing only matching text and source links without the source view. This is known as the quickview or classic report mode.

To access this view, use the *mode*: pull down menu on an open Originality Report and select *quickview (classic) report* from the pull down menu. The Originality Report browser window will refresh to display this view.

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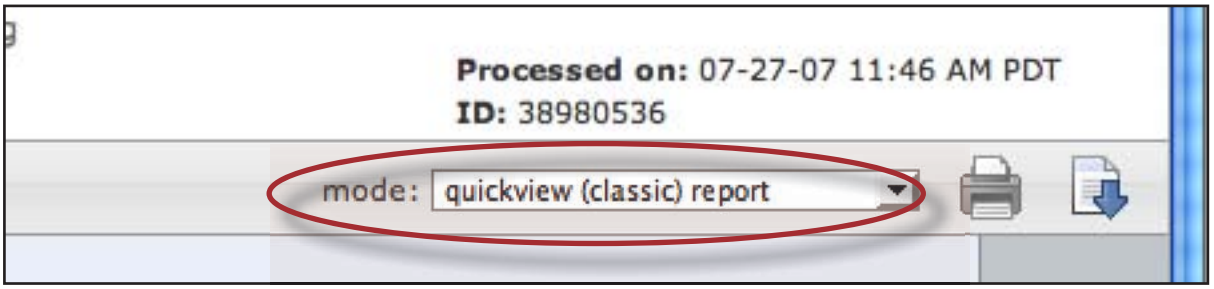
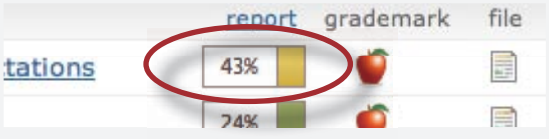
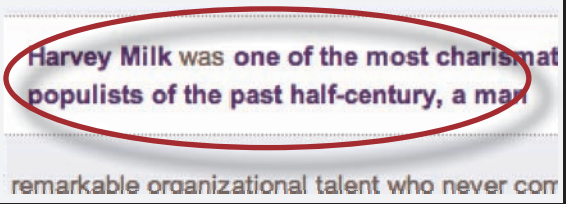
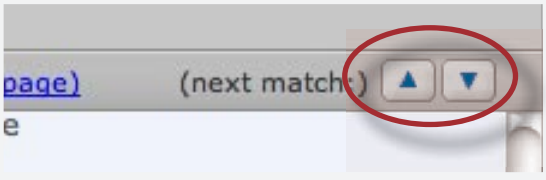


The quickview mode is similar to the printed view of the Originality Report. This view mode allows a user to view a source in its original format from the internet, or from the Turnitin repository if the source is a journal or periodical, by clicking on the name of the source at the top of the Originality Report. Not all sources will be available, as the Turnitin privacy policy may prevent displaying some matches.

Direct Source Comparison

The final mode, Direct Source Comparison, allows a user to quickly compare matching text to the source of the match in the Turnitin repository. Matches to other student papers are not available for Direct Source Comparison viewing. Using Direct Source Comparison can be done from the single source mode or cumulative view mode of the Originality Report.

Accessing direct source comparison:	
1. Open an Originality Report	
2. Click on a highlighted area of text on the left hand (student paper) side	 Harvey Milk was one of the most charismat populists of the past half-century, a man remarkable organizational talent who never com
3. When the source opens on the right, the user can navigate through the areas of matching text (if available) using the arrow buttons beside *next match*	

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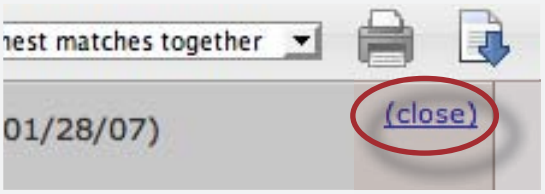
Accessing direct source comparison:	
4. (Optional) The *show in web page* link, available on live internet matches, brings up a view of the web site as compared to the student submission	
5. When finished with the direct comparison, click on the *close* link on the right hand side to return to the previous view mode	

Note: If an area of submission text is matched to a source in the student paper repository on Turnitin, it will be listed as *student papers*. Direct Source Comparison is not available to students for student paper matches. Instructor users are able to send an e-mail request to the instructor who received the matching paper. If one instructor user profile controls the class containing both papers, that instructor user is able to see the paper in direct source comparison.

Repository Sources

Turnitin utilizes multiple types of repositories in the generation of the Originality Reports. There are currently four types of repositories:

- **current and archived internet** - billions of active and archived web pages from the internet. Internet sources indicate a date of download on the Turnitin Originality Report if the match is not found on the most recent download of content from this site
- **institution paper repository** - the institutions paper repository of student papers
- **periodicals** - a repository of frequently updated content from professional journals, periodicals, and publications
- **student paper repository** - a repository of papers previously submitted by Turnitin users

Excluding Quoted or Bibliographic Material

If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Originality Report. Permanent exclusion of bibliography or quoted material can only be handled by the instructor. Students are only able to remove quoted or bibliographic material for the duration of the current session of viewing the Originality Report.

Please note that the functions for excluding material are approximate and human judgement is the final arbiter for proper quotation or bibliographic reference. Cited material cannot be excluded directly, and quotations can only be excluded if block-indentation or direct quotation marks (“”) begin and end the quotation.

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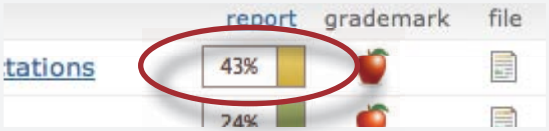
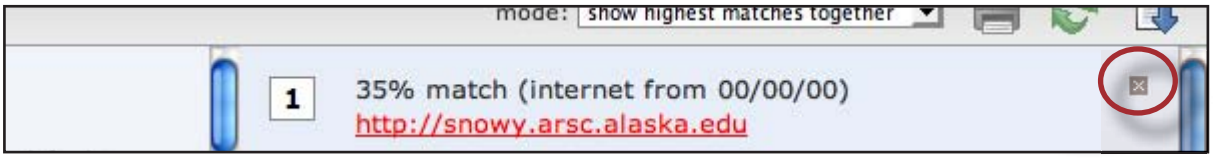
Excluding quoted or bibliographic Matches:	
1. Open an Originality Report	
2. Click on the *exclude quoted* or *exclude bibliography* links	
3. Review the revised report. Quoted or bibliographic material can be re-included by clicking the *include quoted* or *include bibliography* links	

Excluding a Match

Any source or match source can be removed from the Originality Report *show highest matches together* or *quickview (classic)* mode views of the Originality Report. This allows the instructor to find any underlying sources or, if the instructor determines a match is not needed, to remove it from consideration. The overall similarity index will be recalculated and change the current percentage of the Originality Report if matches are excluded.

To exclude a match, open an Originality Report and view it either in *show highest matches together* or *quickview (classic)* mode. To the right of each source listed for a match will be a gray **X** icon. Click on this icon to open a prompt to exclude the source. Click *OK* to continue. The source will be removed from the Originality Report. An underlying source, if any are present, will replace it.



Note: Excluded sources still appear in the *show matches one at a time* mode of the Originality Report. Excluded sources can be restored by moving to the *show matches one at a time* mode and clicking on the gray **+** symbol to the right of an excluded source. This source will be available again in the cumulative view mode of the Originality Report

Refreshing Reports

Since new material is constantly entering Turnitin's repositories from ongoing internet crawls, new publication content, and submissions made to Turnitin, it is sometimes beneficial to generate a new Originality Report for a student submission at a later date to see if there are any new matching sources, or to ensure that it checks against later submissions made by other students or other classes.

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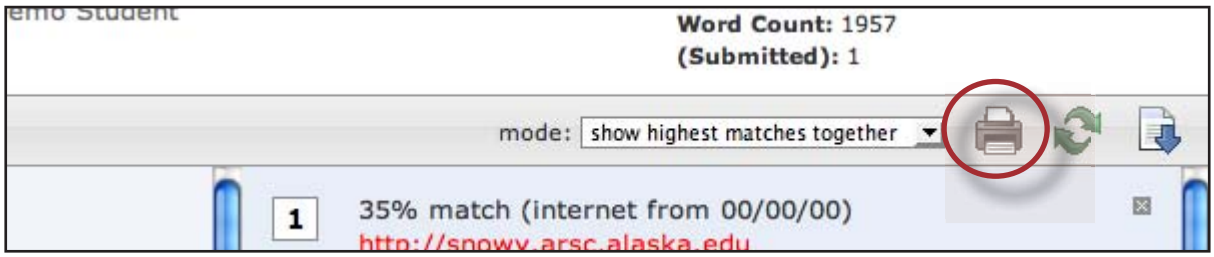
The option to refresh a report is available on the Originality Report once it has opened. The current report is deleted and a new report is generated. Please note that no report will be available until the new report has finished. If the user wishes, they can save or print a copy of the existing report before clicking on the green refresh icon at the top of the Originality Report to have a new Originality Report generated.

Printing or Saving Reports

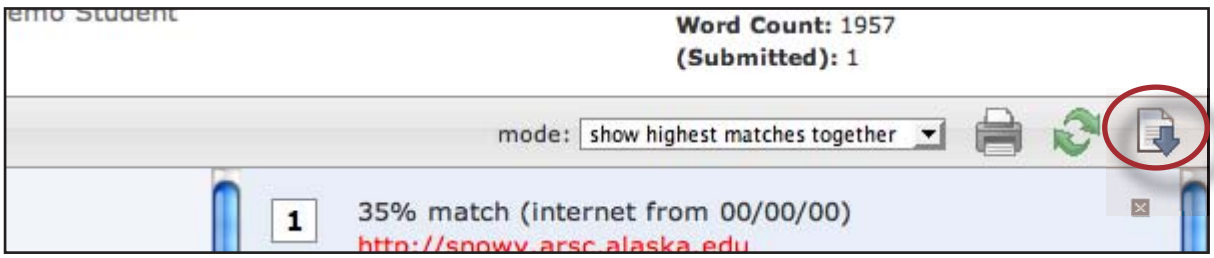
The Originality Report can be printed or downloaded to the user's computer for later reference.

To print a report, click on the print icon at the top of the Originality Report view. This will prepare a readable, print-friendly version of the Originality Report. The report may be printed in color or black and white at the discretion of the user. When printing, the print version created is based on the view mode of the Originality Report currently open. For example, clicking print while using the default show *highest matches* view mode will print only the highest matches. The print view resembles the quickview (classic) report.



A copy of the Originality Report can be downloaded in a HTML format to the computer or a connected data storage device. The downloaded version will no longer have any of the Direct Source Comparison capability and will not be able to show side by side comparisons. The view mode of a downloaded report is not available in the HTML document.

To download and view, or save a copy of the Originality Report click on the download icon at the top right of the Originality Report.



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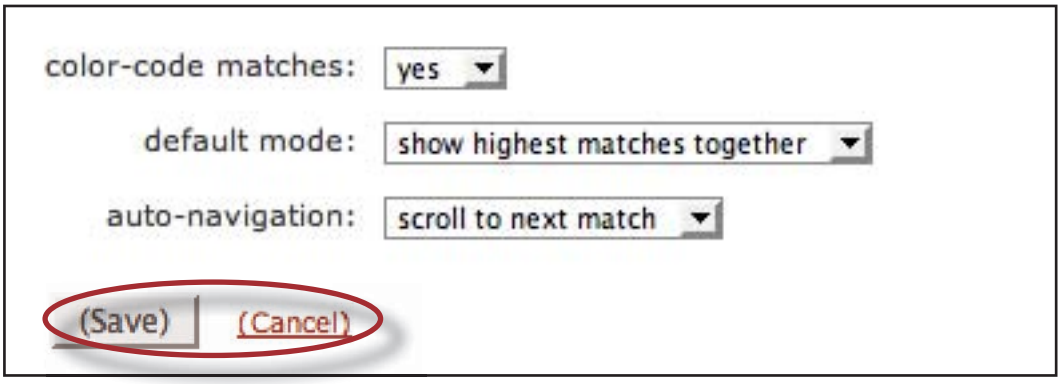
User Report Preferences

The behavior and appearance of Originality Reports can be changed from the report preferences area. The available report settings can be changed:

- **color code matches** - by default matching text is color coded. This can be turned off or reactivated by selecting no from the *color-code matches* pull down menu
- **default mode** - when a report is opened, the default view mode is enabled. To change the default view mode, select the mode from the *default mode* pull down menu
- **auto-navigation** - when a match is clicked or activated, the text scrolls smoothly. To jump instead of smooth scrolling, select *jump to next match* from the auto-navigation pull down menu

To change Originality Report preferences, click on *preferences* at the top left of the Originality Report. This will open the Originality Report preferences pane. Change any of the preferences available using the corresponding pull down menus.

To complete the preferences change, the user must click on *save* in the corner of the Originality Report preference pane to save any changes that have been made.



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